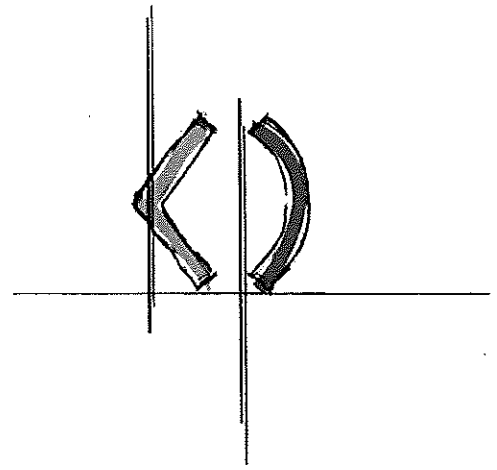


## Exhibit A

Doug Conway  
Sumter County – Facilities Development & Maintenance  
Project Manager  
910 N. Main St  
Bushnell, FL 33513



March 26, 2010

**Re: Fee for Furniture Package for The Villages Sumter County Service Center**

Dear Doug:

We appreciate the opportunity to submit this proposal to provide assistance with the furniture package for the new Sumter County Service Center building. The fees represented below are based upon estimated time to perform the work as described and shall not be exceeded unless the scope of services change. Authorization for change in scope or additional services must be in writing and approved by the client prior to commencement of work. Monthly billing shall be based upon the hours dedicated to this project at the billing rate assigned to each individual employee of KP SA.

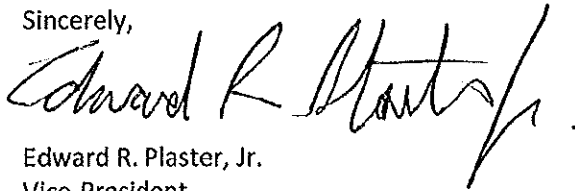
**1.1 Furniture Package, New Furniture:** KP SA will assist Sumter County with selecting furniture standards. For the bid package we will assist with the furniture list, provide tagged furniture plans, and plans showing office & workstations standards. At the clients option we will participate in the bid review process. KP SA will provide furniture plans indicating new furniture, meet with the awarded furniture dealer to select all finishes for product and review of the final package, meet with client to review final selections, acquire cut sheets and finishes for presentation boards or notebook, provide furniture boards or notebooks (as selected by client), and (3) on site meetings for coordination: electrical sub, day of furniture installation, and punch list after all furniture is installed.

Estimated Fee: **\$17,280** (not to exceed\*)

Reimbursable expenses are not included in the estimated fee and will be billed at 1.2x the cost of KP Studio Architect, P.A. (Refer to attachment)

We look forward to working with you. Please call if you have any questions.

Sincerely,



Edward R. Plaster, Jr.  
Vice-President

Enclosures: KPSA Standard Billable Rates

Cc: Staci Sperandeo, IIDA/Interior Design/Project Manager

Approved by:

---

(Signature)

Date

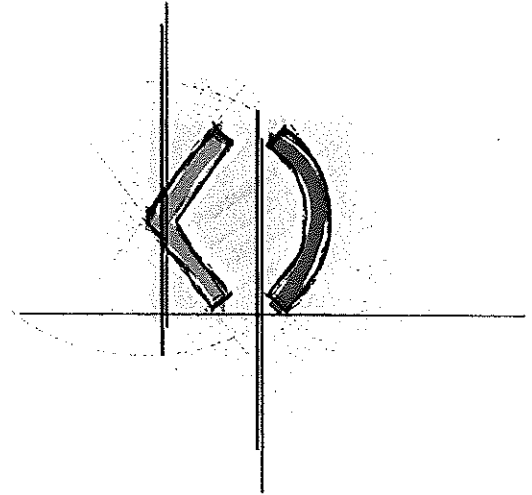
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(Print Name / Title)

\* Client will be notified when 50% of the hours are used to better determine if 50% Scope of Work is complete.

**BILLABLE RATES:**  
*UPDATED: JANUARY 2010*

*kp studio architect*



**A. Hourly Billing Rate for Professional Service Fees:**

<u>Position</u>	<u>Rate / Hour</u>
Architect:	\$ 150.00
Associate Architect:	\$ 100.00
Interior Designer:	\$ 90.00
Senior Autocad Draftsperson:	\$ 85.00
Junior Autocad Draftsperson:	\$ 70.00
Secretary/Clerical:	\$ 55.00

**B. Reimbursable Expenses shall be paid to the Professional as follows:**

<u>Task</u>	<u>Cost</u>
Blueprints / Reproducible Prints	1.20 % x Cost
Small Format Printing, Binding, Collating	1.20 % x Cost
Renderings	1.20 % x Cost
Mailings	1.20 % x Cost
In-house – 24"x36" Large Format Blackline Prints	\$ 2.00 per sheet
In-house – 11"x17" Copies	\$ 0.50 per sheet
In-house – 8 1/2"x11" Copies	\$ 0.25 per sheet
Mileage	\$0.50 per mile

*All other items not listed under reimbursable expenses shall be billed @ 1.20% x Cost.*

**kp studio architect, P.A.**

657 HE 6<sup>TH</sup> AVENUE

OCALA, FL 34470

352-622-7157

352-622-5500

[studio@kpstudioarchitect.com](mailto:studio@kpstudioarchitect.com)

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